



September 25, 2020

Mrs. Lucy Sloman, AICP
City of Issaquah
1775 12th Ave NW
Issaquah, WA 98027

Project: Issaquah High School #4 and Elementary School #17, AHBL No. 2180412.10
Subject: Request to Use Shared Parking per IMC 18.09.070.C

Dear Mrs. Sloman:

This letter is intended to formally request approval for shared parking to meet the off-street parking requirements for the Issaquah High School #4 and Elementary School #17 project and to outline why the provided parking included in the Site Development and Master Site Plan for the project meets the requirements of the IMC.

A summary of each school's program is provided below:

- High School
 - 56 classroom building
 - Future 10 classroom addition
 - 4 future portables (8 classrooms)
 - Total classrooms planned - 74
 - 125 Employees
 - 500 seat auditorium
 - 2,000 seat stadium
- Elementary School
 - 24 classroom building
 - 4 future portables (8 classrooms)
 - Total classrooms planned – 32
 - 350 seat Cafeteria/Gym

From our review of the City Code and pre-application comments we understand that the project must comply with the off-street parking standards, per IMC Table 18.09.050. The proposed project has a combined site use for an elementary and high school. Table 18.09.050 is silent on how to interpret combined uses for determining the required number of parking stalls for a project. However, section 18.09.070 of the IMC provides approval criteria for mixed use projects. Per IMC 18.09.070.B, mixed use projects that occupy a single parcel (site) that is not considered a shopping center, shall provide the sum of the total required parking for the individual uses. Additionally, IMC 18.09.070.C allows the use of shared parking to meet the off-site parking requirements for projects with more than one use.

Civil Engineers

Structural Engineers

Landscape Architects

Community Planners

Land Surveyors

Neighbors

TACOMA

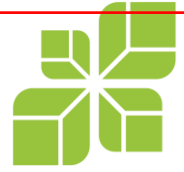
2215 North 30th Street

Suite 300

Tacoma, WA 98403-3350

253.383.2422 TEL

www.ahbl.com



Per IMC 18.09.070.C.3, the number of spaces required for shared parking is based on the following governing criteria for our site:

1. Nonoverlapping Prime Hours of Operation: If the businesses have overlapping prime hours of operation, the property owner shall provide parking spaces equal to those required of the business with the greater of the applicable individual parking requirements.
2. Overlapping Prime Hours of Operation: If the businesses have overlapping prime hours of operation, the property owner shall provide the parking spaces equal to the total of the individual parking requirements
3. **Code Required Number of Vehicular Parking Based on IMC Table 18.09.050:**
 - a. **Elementary School:** 3 spaces per classroom or 1 space per 3 seats in auditorium, whichever is greater
 - i. By Classroom:

32 classrooms provided: $(32 \times 3) = 96$ parking stalls required (includes future portables)
 - ii. By Seating area

350 seat Cafeteria/Gym: $(350/3) = 117$ parking stalls required
 - b. **High School:** 4 spaces per classroom plus 1 space per employee and faculty member, or 1 space per 3 seats in auditorium or stadium, whichever is greater
 - i. By Classroom/Employee:

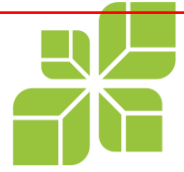
74 classrooms provided: $(74 \times 4) = 296$ parking stalls required

125 Employees/Faculty: $(125 \times 1) = 125$ parking stalls required

Total: 421
 - ii. By Stadium:

2,000 seat stadium: $(2,000/3) = 667$ parking stalls required
 - iii. By Auditorium:

487seat auditorium: $(487/3) = 162$ parking stalls required
4. **Required Number of Spaces for Shared Parking meeting IMC 18.09.070.C.3:**



The required parking spaces is based on the proposed function and use of the site. The proposed use of the site utilizes surface lots for general site parking and a structured parking garage for joint faculty/employee use. The number of parking per IMC table 18.09.50 assumes the most restrictive use of the site and assumes these conditions are applicable 365 days of the year. Schools do not typically function this way and based on historical uses of other schools within the Issaquah School District (ISD), the required number of parking stalls is more than is typically used on day to day operations.

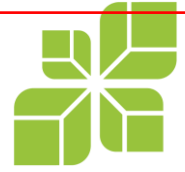
a. Site Use Assumptions:

- i. School site will be used 250 calendar days of the 365 day year based on the school curriculum. The remaining days are summer use and would not warrant full parking requirements for the time.
- ii. 180 days of the 250 days are school days with full staff and students.
- iii. 70 days of the 250 days are weekends, holidays, etc. when limited staff and students are present.
- iv. The stadium at the HS will be at full capacity only 5 days of the year and will happen after school hours. Thus, the ES will not be in use at this time. The school district is also prepared to write a letter that they will not have events at the ES on times when the stadium is expected to be near capacity.
- v. The Cafeteria/Gym for the ES will be used approximately 2-3 days of the year and will happen after school hours.
- vi. For events such as at the stadium or ES auditorium, portions of the site used for bus drop-off, parent drop-off etc. will be able to be used for overflow parking.
- vii. If additional parking is needed for larger events (none known at this time), ISD will provide shuttle service to and from the site to ISD owned school in vicinity such as Pine Lake Middle School.
- viii. Only staff will be allowed to park in structured parking. Allowing students to park in structured lot is a supervisory/safety concern.

b. Required number of parking stalls:

i. **Elementary School:**

The number of classrooms should be used to determine the required parking since the Cafeteria/Gym will only be used 2-3 days of the year and shared parking will be utilized for additional parking needs. Thus, the required parking for the ES site is **96**



ii. **High School:**

The number of classrooms should be used to determine the required parking since the stadium will only be used 5 days of the year and shared parking will be utilized for additional parking. Thus, the required parking for the HS site is **421**.

iii. **Shared/Total Required Site Parking:**

- (1) Total number of site parking required based solely on typical ES and HS use is **517**
- (2) As outlined in the Site Use Assumptions above, there are 5 days a year where the stadium will be at full capacity. In order to accommodate parking for this occasional condition, we are requesting the provided elementary school parking be used in conjunction with the provided high school parking during such events. The total number of site parking stalls required accommodate the full stadium is **667** per item 3.b.ii above and is used to govern the total number of parking required for the entire project.

5. **Provided Parking:**

a. **Structured Parking:**

Structured parking has been provided in the High School lot and meets the 50% requirement for the site.

b. **ES Vehicular Parking:**

i. **ES Van ADA Stalls:**

2 parking stalls

ii. **ES Standard ADA Stalls:**

2 standard stalls

iii. **ES Standard Stalls:**

66 standard stalls

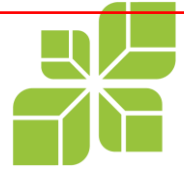
iv. **ES Compact Stalls**

33 parking stalls

v. **Total ES Provided Surface Parking:**

103 parking stalls

c. **HS Vehicular Parking:**



i. HS Standard ADA Stalls:

5 stalls provided

ii. HS Van ADA Stalls

7 stalls provided

iii. HS Standard Stalls

119 stalls provided

iv. Structured Parking

373 stalls provided

v. HS Compact stalls

60 stalls provided

vi. Total HS Provided: 564 parking stalls

This exceeds the number of required parking stalls (517) for the HS building

d. **HS Stadium Vehicle Parking:**

i. ES Surface Parking = 104 parking stalls

ii. HS Surface Parking = 564 parking stalls

iii. Total Parking = 668 parking stalls

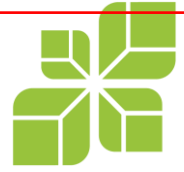
This is equal to the number of stalls needed for the stadium (667) assuming the ES site is not in use at the time of stadium events as noted earlier.

6. **Approval Criteria for Shared Parking:**

a. Section 18.09.070.C.4 of the IMC outlines 6 criteria for approval use of shared parking to meet off-street parking requirements:

i. **Location:** Parking for daily school use is provided within the proximity of each building. Additional shared use stalls are located in the central portion of the site. The proposed provided parking locations will be permitted through the Site Development Permit and Master Site Plan Review processes.

ii. **Nonmotorized Facilities:** All provided parking areas have sidewalks connecting them to all other buildings and site amenities.



- iii. **Signage:** Due to safety and supervision requirements inherent to school sites, parking areas are naturally segregated between students, employees, and visitors. Wayfinding and restricted parking signage is proposed to inform users of appropriate parking areas.
- iv. **Shared Parking Contract:** This requirement is not necessary since the site will be owned and managed by a single entity (ISD).
- v. **Contract Changes:** As mentioned above a shared parking contract is not necessary for this project.
- vi. **Evaluation Upon Request:** It is noted that the City may require reevaluation of the shared parking after implementation and the City may require additional conditions to meet the shared parking requirements.

Note that with the current plan we met the City's requirements for 50% structured parking.

Section 18.09.030.A of the IMC states "the purpose of required parking as a condition of a development is to provide an adequate amount of vehicle parking for a specific use, recognizing that a balance must be reached between inadequate and excessive parking." As outlined above, the number of parking stalls provided on the site is the minimum needed to accommodate the most restrictive use of the site while provided adequate parking for typically daily use of the site.

The requested shared parking should be approved based on the approval criteria outlined in section 6 above.

If you have any questions, please call me at (253) 383-2422.

Sincerely,

Todd Sawin, PE
Principal

TCS/

c: Tom Mullins and Royce Nourigat, ISD
Brian Urban and Chris Stevenson, Skanska
Michael Davis, Jordan Kiel, and Jean Stolzman, Bassetti

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